



**STATE OF MARYLAND JUDICIARY  
ADMINISTRATIVE OFFICE OF THE COURTS  
REQUEST FOR PROPOSALS (RFP)  
MONTGOMERY COUNTY DISTRICT COURT MENTAL HEALTH COURT**

**RFP# 12574**

**ISSUED: SEPTEMBER 29, 2020**

This procurement is being conducted as a Small Procurement Request for Proposals (RFP) as described in the Judiciary Procurement Policy, not to exceed \$25,000.

**Purpose**

The Administrative Office of the Courts (AOC) issues this Small Procurement Request for Proposals (RFP) to select one, **part-time** Mental Health Case Management Services Manager.

**1. SCOPE OF WORK**

This position will be responsible for overseeing the ancillary service component of the mental health court program. Major responsibilities of the Mental Health Case Management Services Manager include, but is not limited to:

- Expert knowledge of the community and services to citizens in general
- Developing case plans
- Facilitating access to services and monitoring participant progress, completing weekly case notes, writing agreements
- Following judicial directives, weekly report writing, evaluating new resources, establishing new contacts

- Developing partnerships, being innovative with traditional services, foresight to assess program and participant needs
- Support client needs and ability to manage case load of fifty (50)

## 2. **CONTRACTOR RESOURCE REQUIREMENTS**

- The Mental Health Court Case Manager will facilitate weekly or bi-weekly meetings for both the District and Circuit Court Mental Health Court Docket team, participate in court proceedings and document activities for the docket files.
- The Mental Health Court Case Manager will be responsible for managing the resources, referral components, data collection, and reporting and identifying and securing client incentives for the Montgomery County District and Circuit Court Mental Health Court participants.
- The Mental Health Court Case Manager will complete initial intake forms, evaluate participant needs, make referrals, input data into SMART, and identify community resources for participants.
- The Mental Health Court Case Manager will also be responsible for conduct initial intake summaries, complete court records, coordinate services with treatment providers, and perform other duties as assigned within the Montgomery County District and Circuit Court Mental Health Court.

### **District Court Responsibilities:**

- The District Court will be responsible for conducting hearings during normal weekday hours, one day per week with all participants coming to court at least once per month and more frequently if participant is in crisis.
- The District Court will closely monitor the participants in the program and determine the most appropriate sanctions, incentives, and or other response for each case, and modify case plans as needed.

## 3. **PLACE OF PERFORMANCE/SCHEDULE:**

- 191 East Jefferson Street, Rockville, MD 20850.

- The Contractor's Resource will be required to work an average of 20 hours per week. The schedule will include two, 8-hour days in one week and 3, 8-hour days the second week.
- The schedule will be flexible and will be set by the Administrative Clerk.

4. **CONTRACTOR SKILLS/ABILITIES**

**A. Education Requirement:** Associates degree from an accredited college or university in public or court administration, social work, psychology, criminal justice, business management, behavior management, public health, sociology, corrections.

**B. Work Experience:** At least two years of fieldwork or case management experience to include project or program case management, in the field of addictions, human/family services, health services, public safety or law enforcement, corrections, court management (required).

5. **CONTRACT TYPE**

The resulting contract shall be for Fixed Price.

6. **CONTRACT TERM**

The Contract resulting from this Small Procurement (RFP) shall begin on or around October 15, 2020 and extend until June 30, 2020. The Judiciary shall have the sole right to exercise up to two (2), six-month renewal options at its discretion.

7. **PROCUREMENT OFFICER**

**Yeshewase Ayele**

Maryland Judiciary, Administrative Office of the Courts

Department of Procurement, Contract and Grant Administration

Telephone: 410-260-2539

Email: Yeshewase.ayele@mdcourts.gov

8. **FORM OF RESPONSE**

Proposals must be in writing.

- a. **Part I** – Technical proposal must include at least one resume (no more than 3) of the proposed Contractor's Resource, a written response to the Scope of Work that

demonstrates the Offeror's capabilities and experience in providing the required services.

- b. **Part II** – Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form).

#### 9. **PROPOSAL CLOSING DATE**

All proposals must be received via email to the Procurement Office at the email address listed in Section Number 6, no later than **no later than 2:00pm (local time) on October 08, 2020** in order to be considered.

#### 10. **AWARD DETERMINATION**

The Contract resulting from this Small Procurement (RFP) will be awarded to the Offeror whose proposal is determined to be the most advantageous to the State, based on the evaluated spectrum of services proposed and price.

- Experience
- Availability
- \*Interview (if selected)
- Price

\*Interviews may be held virtually.

### Attachment A - Price Proposal Form

Offeror's price proposal must be complete and include all charges. AOC will not pay for any charges not listed in their quote.

LABOR CATEGORY	Hourly Labor Rate*	Total Hours**	Total Proposed Price
Mental Health Case Manager- Base period ending June 30, 2020	\$	200	\$
Mental Health Case Manager- Option 1- 6 months	\$	480	\$
Mental Health Case Manager- Option 2- 6 months	\$	480	\$
TOTAL EVALUATED PRICE \$			

\* Fully loaded fixed price that includes all direct and indirect costs and profit for the Contractor to perform. Indirect costs shall include all costs that would normally be considered general and administrative costs and/or travel costs or which in any way are allocated by the Contractor against direct labor hours as a means of calculating profit or recouping costs which cannot be directly attributable to the Contract. The Fully Loaded Hourly Labor Rate is the actual rate the State will pay for services and must be recorded in dollars and cents.

\*\* Estimated hours for evaluation purposes only and do not constitute billing bases.

Submitted by _____		
Authorized Signature	Date	
Print Name and Title _____		
Company Name _____		
Company Address _____		
Telephone _____		
Federal Tax Identification # _____		